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W. Baumann

Personnel, 6

MEMORANDUM FOR: Mr. War[   ]

Final reports are in on our practice test of the DD/S emergency notification system. Your triggering the practice test at about 7:30 p.m. got a quick response. Except for OTR almost all notifications were completed within the first 30 minutes after your call went out.

The results for each Office are reported below. It should be noted that Finance and Logistics warned their participants of the test and urged them to remain at home during the evening hours if possible. The other five Offices chose to play the test on a surprise basis.

Commo--Its emergency force includes about 60 people of whom approximately 50 were available and called. The total exercise took 1 hour 13 minutes. The test uncovered two wrong numbers and in one instance the individual was notified because the person responsible for doing so drove to his home when unable to reach him by phone.

Finance--28 people were on the notification list and 27 were available and reached. All were called within 10 minutes.

Logistics--all 60 on the notification list were reached within 10 minutes.

Medical Services--20 members on the list were called and all reached except one. The test took 23 minutes to complete.

Personnel--all members of the list--about 20--were called and either they or their alternates reached. In one case an individual doing her shopping was paged and reached at a local department store. Except for her, the test required about 20-30 minutes but her situation extended the total exercise to 1 1/2 hours.

Security--16 names are on their key list; 13 were reached within 26 minutes, the other three were unavailable.
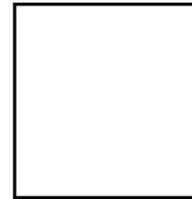
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OTR--unfortunately [   ], who was number two in the daisy chain and on whom the entire exercise thereafter depended, misunderstood the call he received from John Richardson. Al heard clearly and reacted only to the last sentence of the message which as you recall read, "No further action on your part is necessary." So he took none. OTR plans to replay the exercise another night this week.

I think our test served its purpose reasonably well and we got a variety of reactions, particularly from those Offices which chose to play the exercise on a surprise basis. At a minimum all lists were brought up to date and incorrect phone numbers were surfaced. In two/sufficient ingenuity cases

was displayed to track down employees who couldn't be reached by phone at home.

One change in our procedure suggests itself, however--the need for some cross-check to catch early in the game the kind of problem that arose with OTR. I think we should work out a scheme for selected individuals mid-way or perhaps even at the bottom of the daisy chain in each Office to call back at or near to the top of the daisy chain to verify that they have been properly notified when such an exercise occurs. In this way we can catch a break in the chain before it does any real damage. It would be fairly simple, I think, to work out such a scheme by designating a central monitor for each of the seven Offices plus a central monitor on this staff who can keep their collective thumbs on how the notifications are progressing.

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